



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/25/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS), Mohammed Cato (MC), and L.K. Langley (LKL)	<b>RFA #16 – 05 – A</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] or cell [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |
- Veteran Status  
□ Retaliation  
□ Genetic Information

Time Line		
Date	Item	Comments
2/22/16	L.K. Langley meeting with [REDACTED] [REDACTED]	See notes in file.
2/25/16	[REDACTED] email to SGS	Sending timeline for SGS in advance of meeting.
2/25/16	SGS and L.K. Langley, meeting with [REDACTED]	See notes in file.
2/25/16	SGS and L.K. Langley, meeting with [REDACTED] and [REDACTED]	See notes in file.

3/25/16	SGS meeting with [REDACTED] [REDACTED]	After LKL review of search materials, EO found that search process and decision were within appropriate parameters. This information was related to [REDACTED] [REDACTED]
		<b>NOTE: The EO Office felt it had resolved [REDACTED] issue until hearing from Dr. Garfinkle on 8/8/16.</b>
8/8/16	Steven Garfinkle email to SGS	Steven and [REDACTED] still have some concerns about the job search that [REDACTED] was involved in last year. The job is now re-posted, and there are some other opportunities on-campus that [REDACTED] would like to pursue. Steven asked if he and [REDACTED] could schedule a meeting with Sue in the near future.
8/9/16	Lynae confirmed a meeting on August 17 <sup>th</sup> for SGS, [REDACTED] [REDACTED] Steven Garfinkle, and Bill Lyne	
8/17/16	SGS meeting with [REDACTED], [REDACTED], Steven Garfinkle, and Bill Lyne	[REDACTED] along with Steven and Bill, raised concerns about availability of future employment with Western given that she believes she wasn't treated fairly before. They indicated that [REDACTED] had applied for other jobs and wanted to know why she was not selected. [REDACTED] had some concern that if [REDACTED] was sitting on search committees dealing with communications, for any department search, that she might not be able to be fair and objective, given her relationship. [REDACTED] Steven, and Bill express concern that [REDACTED] has not been successful in getting employment again at Western. Sue indicated that they should talk to HR regarding employment opportunities.
9/6/16	Steven Garfinkle email to SGS	Checking to see if there has been any follow-up to the meeting they had with [REDACTED]
10/5/16	Steven Garfinkle email to SGS, MC cc [REDACTED] and Bill Lyne	Steven emailing to follow-up on their meeting last month regarding [REDACTED] concerns. See email in file. SGS replied to Steven's email on 10/7/16.
10/31/16	Chyerl Wolfe-Lee responds to Steven Garfinkle's request and provides information regarding additional search	
11/1/16	[REDACTED] email to Chyerl Wolfe-Lee; cc Steven Garfinkle; Bill Lyne; SGS	Thanking Chyerl for the material she has sent and is still gathering; also requesting additional information/clarification from Chyerl. See email in file.

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11/2/16	Email from Chyrl Wolfe-Lee regarding [REDACTED] participation on search committee	
11/22/16	Steven Garfinkle email to SGS, MC cc [REDACTED] and Bill Lyne	Steven confirmed that they have received the information from HR that [REDACTED] requested. As SGS had suggested, Steven is asking to schedule a meeting with SGS and MC to discuss [REDACTED] concerns now that they have all the information.
12/1/16	Steven Garfinkle follows up with SGS	Following up on his email to SGS from 11/22.
12/7 –12/9/16	SGS and MC meeting with [REDACTED] [REDACTED] and Steven Garfinkle	[REDACTED] has decided not to file a formal complaint. She will continue to look for employment opportunities at Western.
12/12/16 – 1/20/17		[REDACTED] is interested in a position with [REDACTED]. On 1/20/17, [REDACTED] informs the EOO that she has accepted this position.